

Traditional Town Meeting

MARCH 2013

[Bracketed numbers] denote Revised Statutes Annotated (RSA) citations.

NOVEMBER 2012

Monday, November 12

First day to accept petitions to amend zoning ordinance, historic district ordinance or building code for consideration at the 2013 town meeting. [675:4].

DECEMBER 2012

Wednesday, December 12

Last day to accept petitions to amend zoning ordinance, historic district ordinance or building code for consideration at the 2013 town meeting. [675:4].

JANUARY

Friday, January 11

Last day to post and publish notice for first hearing on proposed adoption or amendment of zoning ordinance, historic district ordinance or building code if a second hearing is anticipated. [675:3; 675:7].

Friday, January 11

Last day for voters to present application to selectmen to call special town meeting prior to 2013 annual meeting. Number of petitioners required depends on size of town. [39:3].

Friday, January 11

First day to hold public hearing on bond or note issue over \$100,000. Notice of time, place and subject of hearing must be published at least 7 days before hearing. [33:8-a, I].

Friday, January 11

Last day for governing body to vote to extend polling hours at March 12 elections. [659:4-a, IV]. (Reduction of polling hours requires vote of legislative body.)

Tuesday, January 15

Last day to publish notice, in a newspaper of general circulation in the town, of January 22 session for checklist correction. (Required on day before opening of candidate filing period.) [654:27; 669:5].

Tuesday, January 22

Last day to hold first public hearing on adoption or amendment of zoning ordinance, historic district ordinance or building code if a second public hearing is anticipated. [675:3].

Tuesday, January 22

Supervisors must hold session for correction of the checklist from 7 p.m. to 7:30 p.m. Change in party registrations may be accepted. [669:5].

Wednesday, January 23

First day for candidates in towns with non-partisan official ballot system to file declarations of candidacy with town clerk (period ends February 1). [669:19; 652:20].

Friday, January 25

Last day to post and publish notice of final planning board public hearing on proposed adoption or amendment of zoning ordinance, historic district ordinance or building code. [675:3; 675:7].

FEBRUARY

Friday, February 1

Last day for filing declarations of candidacy with town clerk in towns with non-partisan official ballot system. Town clerk's office must be open at least from 3 p.m. to 5 p.m. [669:19; 652:20].

Friday, February 1

Last day for party caucus to nominate candidate for town office in towns using partisan system. [669:39].

Tuesday, February 5

Last day to finalize collective bargaining agreement "cost items" for submission to annual meeting. [273-A:1, III, IV; 32:5-a; 32:19-a].

Tuesday, February 5

Last day for planning board to hold final public hearing on adoption or amendment of zoning ordinance, historic district ordinance or building code. Planning board must also determine final form. [675:3].

Tuesday, February 5

Last day for official copy of final proposal to adopt or amend zoning ordinance, historic district ordinance or building code to be placed on file at the town clerk's office. [675:3, V].

Tuesday, February 5

Last day for voters to petition selectmen to include an article in the warrant. [39:3].

Friday, February 8

Last day for giving notice of February 15 public hearing on annual budget. [32:5, I].

Tuesday, February 12

Last day for supervisors to post town meeting checklist in town clerk's office or at town hall with notice of the day, hour and place of session to correct the checklist. Notice must also be published in a newspaper of general circulation in the town at least 7 days' prior to each session. [654:26-:27; 669:5].

Friday, February 15

Last day to hold at least one public hearing on annual budget (can hold additional public hearings earlier or later with 7 days' notice; should schedule at least one public hearing after February 5 to include any petitioned warrant articles). [32:5, I and V].

Monday, February 18

Last day for selectmen to publish notice of time, place and subject of public hearing on bond or note issue over \$100,000. [33:8-a, I].

Monday, February 18

Last day to post and publish notice of hearing on question of establishing a special revenue fund. [31:95-d, I (b)].

Wednesday, February 20

In budget committee towns, last day for budget committee to submit 2 copies of annual budget to selectmen for them to post with warrant. [32:16, IV].

Saturday, February 23

Last day to publish notice, in a newspaper of general circulation in the town, of March 2 session to correct checklist. [654:27-:28; 669:5].

Monday, February 25

Last day to hold public hearing on question of establishing a special revenue fund. [31:95-d, I (b)].

Monday, February 25

Last day to hold public hearing on bond or note issue over \$100,000. Notice of time, place and subject of hearing must be published at least 7 days before hearing. [33:8-a, I].

Monday, February 25

Last day for selectmen to post warrant and budget at all polling places and at clerk's office or town hall. Warrant shall state place, day and hour of election, hours polls are open, and which items are to be voted on by ballot. [39:5; 31:95; 669:2].

Tuesday, February 26

Last day to notify affected landowners if town meeting warrant contains an article to discontinue a highway. [231:43, II].

MARCH

Saturday, March 2

Supervisors to hold session for correction of checklist at a minimum between 11 a.m. and 11:30 a.m. No corrections may be made after session is over until election day, except as provided in RSA 659:12. [654:27–:28; 669:5].

Saturday, March 2

Last day for town clerk to accept voter registration applications for town meeting day. (Voters may register on election day for all town, city, school district and village district elections.) [654:8; 654:27].

Saturday, March 2

Reports of transfer, reports of death and removal of names are acted upon by supervisors of the checklist. [654:27; 654:36–:37; 654:44].

Tuesday, March 5

Annual town report with budget must be available by today. [31:95; 41:14].

Tuesday, March 5

Last day to submit zoning ordinance protest petition to require 2/3 vote at town meeting. [675:5].

Friday, March 8

Last day for supervisors to post (by midnight) final corrected checklist. [654:28].

Friday, March 8

Certification of checklist; 2 copies filed with town clerk. [654:28–:29].

Tuesday, March 12

Town Meeting. Voters may register at the polls on election day. If new tax collector is elected or appointed, selectmen audit accounts and issue a new warrant. [39:1; 669:1; 654:7-a; 41:36].

Tuesday, March 12

Last day for town clerk to accept completed absentee ballots; clerk or clerk's designee must be available at least between 3 p.m. and 5 p.m. No absentee ballots may be accepted after 5 p.m. [669:29; 657:22; 652:20].

Friday, March 15

Last day for any person for whom a vote was cast to apply to town clerk for a recount (to be conducted not earlier than 5 nor later than 10 days after receipt of the application). Town clerk must be available at least between 3 p.m. and 5 p.m. to receive application, and must provide at least 3 days' notice of recount date to candidates for that office. [669:30; 652:20].

Sunday, March 17

Last day to publish notice of March 19 reconsideration of a March 12 vote on a bond or note issue over \$100,000 (statute requires notice at least 2 days before reconsideration). [33:8-a, IV].

Monday, March 18

Selectmen must appoint town treasurer by today if annual meeting fails either to elect one or to vote to authorize the appointment rather than the election of the treasurer. [41:27; 41:26-e].

Tuesday, March 19

Earliest day on which reconsideration of a March 12 vote on a bond or note issue over \$100,000 may take place (statute requires reconsideration at least 7 days after vote to reconsider). [33:8-a, IV].

Tuesday, March 19

Last day for 10 voters of a town to petition clerk to recount ballots on any question printed on official ballot. [40:4-c].

Friday, March 22

Town clerk to forward to selectmen and treasurer certified copy of any vote to transfer surplus to capital reserve funds within 10 days of such vote. Surplus must be transferred by treasurer to trustees of trust funds immediately after receipt of order of selectmen. [35:11].

Friday, March 22

Last day for candidates for town office to remove political advertising. [664:1; 664:17].

APRIL

Monday, April 1

Town clerk must report names and addresses of all town officers to commissioner of revenue administration after annual election. There is an ongoing duty to report changes as they occur. [41:19; Rule Rev. 1707.12(a)].

Monday, April 1

Minutes and various reports must be filed with the Department of Revenue Administration within 20 days after the close of town meeting. [21-J:34].

Thursday, April 4

Town clerk to send 2 copies of town report to State Library and 1 copy of town report to UNH Library. [41:22; 201-A:18]. (If you want to be included in the annual report contest, send a copy to LGC, too.)

Thursday, April 11

Within 30 days after town meeting, town clerk to report on town library to assistant state librarian. [41:20].

Thursday, April 11

Appointed municipal budget committee members must be named within 30 days of town meeting. [32:15, II].

MAY

Saturday, May 11

Ballots and absentee voting materials for election of town officers at town meeting may be destroyed. [657:16; 657:22; 659:100–101; 669:25; 33-A:3-a, XXXVII].

NOVEMBER

Monday, November 11

First day to accept petitions to amend zoning ordinance, historic district ordinance or building code for consideration at 2014 town meeting. [675:4].

DECEMBER

Wednesday, December 11

Last day to accept petitions to amend zoning ordinance, historic district ordinance or building code for consideration at 2014 town meeting. [675:4].

** Date falls on a Saturday, Sunday or legal holiday. "If a statute specifies a date for filing documents or paying fees and the specified date falls on a Saturday, Sunday, or legal holiday, the document or fee shall be deemed timely filed if it is received by the next business day." RSA 21:35, II. Certain actions must be taken on a Saturday. Please check the text of the applicable statute to determine if the action may be delayed to another day.*